

INCENTIVE AWARDS PROGRAM

1. The Incentive Awards Program is established to augment the process that sustains WSMR as the premiere test facility within DoD. As in any business organization, maintaining a competitive edge in today's environment means providing better products and service at a lower customer cost. Recognizing and rewarding individual or team achievement that contribute to meeting WSMR organizational goals or improving the efficiency, effectiveness and economy of WSMR operations is our goal. In order to maintain a viable and productive Incentive Awards Program, the following is in effect:

a. Managers will be held directly accountable for ensuring the equitable distribution of awards and managing awards dollars within allotted amounts. The allocated award budgets for individual organizations may not be supplemented with funds from any other source. Our policy is that when customer money is provided for awards, those funds will be added to the overall WSMR awards budget for equitable distribution. If the customer requests an exception to policy and designates money to a specific employee or organization, the receiving organization will work it out with the Command Group on a case-by-case basis.

b. The Incentive Awards Office will continue to monitor the distribution and execution of the awards program and to report same to the Command Group and Board of Directors.

c. Quality Step Increases (QSI) will continue to require the Chief Operating Officer's approval. QSIs must adhere to the policy established in April 1995 (e.g., sustained, multi-year performance excellence).

d. No longer will monetary performance awards be tied to annual performance appraisals. On-the-Spot and Special Act Awards will be used for monetary recognition. A justification which describes the employee's or team's specific achievement is required. A simplified format for the special act award has been established and is available at the Incentive Awards Office. Directors (RM, NR, EPG, GC, MT, and DT) have approval authority up to \$2,500.00 for Special Act Awards and \$250 for On-the-Spot Awards.

2. I expect all managers to support the Incentive Awards Program as outlined above. Administrative assistance is available by contacting the Incentive Awards Office, POC is Ms. Carol Heisler, 678-8666.

JERRY L. LAWS
Brigadier General, USA
Commanding

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